



Item #15.

Staff Report 188-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager
DATE: 12/17/2018

SUBJECT Vancouver Municipal Code Title 14 Updates

Key Points

The attached ordinance clarifies several items within the Water, Sewer, Surface Water ordinances pertaining to definitions, regulations, and charges. Specifically this ordinance will:

- Make language gender neutral
- Clarify when the City will provide water service line installations or relocations
- Add customer convenience option for backflow device testing
- Remove the exemption for the Sewer Area Charge (precursor to the System Development Charge (SDC))
- Clarify SDC credits available for inactive water and sewer services
- Clarify usage of the SDC capital surcharge program
- Clarify how mobile home parks shall be billed for surface water charges
- Update the septage fee

Strategic Plan Alignment

Goal 1: Ensure our built urban environment is one of the safest, most environmentally responsible and well maintained in the Pacific Northwest.

Goal 1, Objective 1.2: Ensure our infrastructure, including buildings and utilities, is safe, environmentally responsible and well maintained.

Present Situation

Staff continually proposes code updates, clarifications, and changes as needed. The reasons for the changes included within this ordinance are as follows:

- VMC 14.04.020 - Change reference to the Public Works Director to be gender neutral.
- VMC 14.04.090(B)3 - Operations staff do not have the resources to perform half street restoration. Therefore, if half street restorations are required as part of a water service installation or relocation then the applicant will need to hire a private contractor to do the work.

- VMC 14.04.090 (C) - The Portland Consumer Price Index (CPI) is no longer being used and has been replaced by the Seattle-Bellevue CPI. Additionally, the annual CPI is not released until after January 1st each year thereby creating a conflict within the existing ordinance. The proposed change allows staff to update fees in accordance with the ordinance.
- VMC 14.04.155 - Add authority for City to provide for optional testing of customer's backflow prevention devices.
- VMC 14.04.160 - Change language to be gender neutral.
- VMC 14.04.230 - The septage fee is the fee septic haulers pay to discharge to the City's westside treatment plant. The fee has not been updated since 2013. Increasing the fee will allow the City to recoup costs associated with operations, maintenance, and capital work for the facility. Also allows the Public Works Director to administratively update the fee since this is a unique facility with unique operational and capital needs.
- VMC 14.04.235 (D) - Sewer Area Charge was the precursor to the System Development Surcharge. The Sewer Area Charge is no longer used therefore staff is proposing to delete this paragraph.
- VMC 14.04.235 (E) - Changes the inactivity period from 5 years to 10 years for an applicant to receive 100% credit towards previously paid SDCs.
- VMC 14.04.235 (M) - Limits amount of time applicants can participate in the SDC Capital Surcharge program to 10 years. Allows the City to record a "notice" on the title for properties wanting to participate in the program. The SDC Capital Surcharge program allows small business owners to "lease" sewer capacity and delay payment of the full SDC until a later date. Limiting participation to 10 years allows small business owners to get established before having to pay the full SDC.
- VMC 14.09.040 & 14.09.060 - Clarifies Surface Water charges for mobile homes.

Advantage(s)

1. Help staff interpret and administer the code
2. Provide better direction for the development community
3. Ensure the utilities are collecting appropriate revenues for certain services provided.

Disadvantage(s)

1. Applicants will have to hire private contractors to perform water service installations or relocations if half street restoration is required
2. Participants in the SDC capital surcharge program will only be allowed to stay on the program for 10 years
3. Septage fees will be increased

Budget Impact

The proposed changes will have negligible impact on the budget of the Water, Sewer, and Surface Water utilities.

Prior Council Review

None.

Action Requested

On December 17, 2018, subject to second reading and public hearing, approve ordinance.

Chris Malone, Public Works Finance & Asset Manager, 487-7711

ATTACHMENTS:

- ▣ Summary of Proposed Changes
- ▣ Ordinance

Highlighted Changes in Proposed VMC Chapter 14 – Water, Sewer, Surface Water

Chapter 14.04 – Water and Sewer Use – Regulations and Charges Chapter 14.09 – Stormwater Management - Regulations and Charges		
This list contains the substantive changes proposed. The complete proposal, including complete wording for all changes, is available separately.		
Changed Section	Topic	Basis/Reason for Change
Section 14.04.020	Replace use of “he” with “they”	Make language gender neutral
Section 14.04.090 (B) 3	Half Street restoration pass-through fee	City will not perform work if half street restoration is required
Section 14.04.090 (C)	Revise date of published CPI to June 30 th of each year	Clarify which CPI index change will be used to adjust fees in VMC 14.04.090, & allow staff time to make annual adjustments by January 1 st .
Section 14.04.155	Add customer convenience option for backflow device testing	Add at customer’s option authority for City to have backflow testing performed by third party contractor and bill customer for that convenience
Section 14.04.160	Replace use of “his” with “their”	Make language gender neutral
Section 14.04.230	Update septage fee	Fee has not been updated since 2013. Allow Public Works Director to administratively adjust
Section 14.04.235 (D)	Exemptions	Eliminate entire paragraph- Sewer Area Charge not used anymore

Section 14.04.235 (E)	Credit for Existing and Prior Uses	Clarify credits available for inactive water and sewer services
Section 14.04.235 (M)	System Development Charge Capital Surcharge	To limit agreements to ten year term
Section 14.09.040 & 14.09.060	Clarify “Single Family” and “Multi-Family” definitions	To clarify surface water charges applicable to mobile home parks

12/10/18
12/17/18

ORDINANCE NO. M-4257

AN ORDINANCE relating to water and sewer use and Title 14 of the Vancouver Municipal Code; amending Vancouver Municipal Code sections 14.04.020, 14.04.090, 14.04.155, 14.04.160, 14.04.230, 14.04.235, 14.09.040, and 14.09.060; providing for severability; and establishing an effective date.

WHEREAS, as set forth in SR 188-18, it is in the public interest to amend certain sections of Title 14 of the Vancouver Municipal Code (“VMC”) to clarify that the City does not perform water service installations or relocations if half-street restoration work is required; add authority for the City to arrange for testing of customer’s backflow devices; no sewer customer may remain in the System Development Charge Capital Surcharge program for longer than 10 years; the applicable mobile home rate for surface water management charges, and increase the septage fee; among other clarifications.

WHEREAS, with proper notice to the public, the City Council conducted a first reading of the proposed ordinance on December 10, 2018, and a public hearing concerning the ordinance and proposed code changes on December 17, 2018.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. VMC 14.04.020, adopted by Ordinance M-144, and last amended by Ordinance M-810, is amended as follows:

14.04.020 Power and duties of director of public works.

The director of public works shall have full supervision, charge and control of the water-sewer department, and shall make, in addition to the rules and regulations contained in this chapter, such

additional written rules and regulations from time to time as ~~they~~ ~~he~~ may deem necessary for the efficient administration and regulation of the department.

Section 2. VMC 14.04.090, adopted by Ordinance M-144, and last amended by Ordinance M-4184, is amended as follows:

14.04.090 Charges for water meter and service line installation.

If any street or alley is to be improved, the service lines to all adjacent tracts, lots or parcels of lands, either vacant or occupied, shall be installed prior to such improvement at the property owner's expense.

A. Effective January 1, 2017 rates for meter and service installation shall be as follows:

Meter/Service Diameter	Meter and Service	Service Only	Meter Only
5/8 x 3/4 with 1" service	\$2,000.00	\$1,930.00	\$135.00
1 inch	\$2,045.00	\$1,930.00	\$180.00
1-1/2 inch	\$3,220.00	\$2,835.00	\$450.00
2 inch	\$3,535.00	\$3,140.00	\$460.00
3 inch	Note 1	Note 1	\$2,700.00
4 inch	Note 1	Note 1	\$3,200.00
6 inch	Note 1	Note 1	\$4,900.00
8 inch and larger	Note 1	Note 1	Note 2

Note 1. The city does not install service larger than 2 inch. For larger services the customer is responsible for submitting drawings for city approval and for installation of the service.

Note 2. Prices available upon request.

B. Meter and Service Relocates

Effective January 1, 2017, rates for relocation of water service shall be as follows:

Service relocates ten feet (10') and less	\$265.00
Service relocates over ten feet (10')	\$1,180.00 (Note 3)
Meter box raise/raise yoke fee	\$130.00
One (1") inch yoke replacement fee	\$260.00

The City does not perform half-street restoration work. If the service installation or relocation requires half-street restoration, the applicant shall hire a contractor approved by the City to work within the right of way, obtain a right of way permit, and complete all work themselves (including service installation or relocation). The service installation or relocation and the half-street restoration work must be complete prior to the City setting the water meter.

Half street restoration pass-through fee _____ \$2,615.00 deposit (Note 3)

~~Note 3. The half street restoration pass-through fee applies only to service relocates and new service installations which involve street cuts for which the jurisdiction imposes a half street restoration requirement.~~

~~The \$2,615.00 deposit will be required at the time of application for half street restoration pass-through. Charges to the customer will be billed against the deposit on a time and material basis. Any unused portion of the deposit will be returned to the customer within 30 days of completion of the improvement. In addition, all work performed outside the city limits of Vancouver, will require a street cut permit from the applicable jurisdiction. The cost of the street cut permit shall be paid at the time of application.~~

C. Commencing January 1, 2018, and effective January 1 of each year thereafter, the fees set by subsections (A) and (B) of this section shall be adjusted annually at a rate based upon the change in the Consumer Price Index for Urban Wage Earners and Clerical Workers for the Seattle-Bellevue Portland-Vancouver Metropolitan Area as prepared by the United States Department of Labor, Bureau of Labor Statistics and as published as of the preceding June 30th ~~December 31st~~. The annual fee adjustment for each rate category shall be rounded to the nearest five (\$5.00) dollars. This annual adjustment shall not apply to the “Meter Only” fees.

Section 3. VMC 14.04.155, adopted by Ordinance M-3755, and last amended by Ordinance M-4022, is amended as follows:

Section 14.04.155 Cross Connection Control Program.

A. Adoption of state regulations. Rules and regulations of the Washington State Department of Health regarding public water supplies, entitled “Cross-Connection Control,” WAC 246-290-490, as they presently exist and as they may, from time to time, be amended, are hereby adopted and incorporated herein by this reference as if set forth in full.

B. Backflow prevention assemblies to be installed. In addition to situations requiring backflow prevention assemblies as set forth in subsection A above, the city reserves the right, as a condition of water service, to require any party seeking water service to install a backflow prevention assembly when the city, or the city’s designee, determines a need to protect the city’s water system and/or facilities. Premise isolation for all service connections by an approved air gap or reduced pressure backflow assembly is required for all customers with access to unapproved auxiliary water supplies, as defined by WAC 246-290-010, connected to a piping system whether or not an interconnection exists between the unapproved auxiliary water supply and the city water system. All backflow prevention assemblies shall be installed and maintained by, and at the expense of, the customer.

C. Backflow prevention assemblies to be inspected. Backflow prevention assemblies installed shall be inspected and tested:

1. At the time of initial installation;
2. Annually after initial installation;
3. After the device is repaired;
4. After the device is moved, relocated, or reinstated; and
5. More often if tests indicate repeated failures.

D. The city shall provide 30-day advance notification to the customer of the required annual test of the backflow prevention assembly. Failure of the city to provide notification shall not affect the customer's duty to obtain testing under this section. The customer shall have such test performed by any person certified by the Washington State of Health, and the results shall be delivered to the city on a form prescribed by the city. If such test is not performed within the time required herein, the city may initiate proceedings for termination of water service.

E. The customer shall be responsible for the repair, overhaul or replacement of backflow prevention assemblies as required by the city whenever they are found to be defective within a time period as required by the city.

F. Pursuant to VMC 14.04.020, the Director may promulgate administrative rules and procedures and set fees to have the customer's backflow prevention assembly device tested by a properly certified independent contractor. The fees for such service may be added to the customer's water utility bill. Such service shall be at the customer's option and shall not preclude the customer from making their own arrangements for testing in accordance with VMC 14.04.155.D above.

Section 4. VMC 14.04.160, adopted by Ordinance M-144, and last amended by Ordinance M-4022, is amended as follows:

Section 14.04.160 Department employee rules.

A. Office Transactions Only. All transactions concerning water service and the business of the department shall be made only through the office of the department and no service shall be commenced other than by and through the procedure herein provided and in conformity with these regulations.

B. Identification. Every employee of the department being authorized to enter upon private property to inspect or have charge of the services, mains, plant or equipment of the department shall be furnished with means of identification and shall carry such identification at all times when engaged upon the duties of their-his position and produce and exhibit the same upon request.

C. Tips Prohibited. Every employee of the department is strictly prohibited from demanding or accepting if offered any gratuity, tip or compensation in any form whatsoever from any person during or in connection with his performance of their-his duties and any disrespect or unwarranted act of any employee shall be, upon complaint made to the director of utilities, suitably dealt with.

D. Department Employees are not permitted to Work on Customer Equipment. No employee of the department shall do any work whatsoever on any customer's pipe lines, fixtures, or plumbing.

E. Communicating Regulations. It shall be the duty of the director of utilities to see that every employee is aware of all regulations governing ~~their~~his conduct.

Section 5. VMC 14.04.230 as last amended by Ordinance M-4239, is amended as follows:

Section 14.04.230 Sanitary sewer service--User charges.

A. Monthly User Charges.

1. Residential customers. Each residential customer shall pay a monthly user charge as follows:

Effective January 1, 2017

Customer Class	Inside City Limits	Outside City Limits
a. Single-Family Residential	\$48.10 per mo. or \$4.81 CCF	\$72.20 per mo. or \$7.22 per CCF
b. Multi-Family Residential	\$38.48 per mo. or \$4.81 per CCF	\$57.76 per mo. or \$7.22 per CCF
c. Non-Profit Shelter	\$1.30 per CCF	\$1.95 per CCF

Effective April 1, 2017

Customer Class	Inside City Limits	Outside City Limits
a. Single-Family Residential	\$50.30 per mo. or \$5.03 CCF	\$75.50 per mo. or \$7.55 per CCF
b. Multi-Family Residential	\$40.24 per mo. or \$5.03 per CCF	\$60.40 per mo. or \$7.55 per CCF
c. Non-Profit Shelter	\$1.36 per CCF	\$2.04 per CCF

Effective January 1, 2018

Customer Class	Inside City Limits	Outside City Limits
a. Single-Family Residential	\$51.80 per mo. or \$5.18 CCF	\$77.80 per mo. or \$7.78 per CCF
b. Multi-Family Residential	\$41.44 per mo. or \$5.18 per CCF	\$62.24 per mo. or \$7.78 per CCF
c. Non-Profit Shelter	\$1.40 per CCF	\$2.10 per CCF

Effective January 1, 2019

Customer Class	Inside City Limits	Outside City Limits
a. Single-Family Residential	\$53.40 per mo. or \$5.34 CCF	\$80.10 per mo. or \$8.01 per CCF
b. Multi-Family Residential	\$42.72 per mo. or \$5.34 per CCF	\$64.08 per mo. or \$8.01 per CCF
c. Non-Profit Shelter	\$1.44 per CCF	\$2.16 per CCF

Effective January 1, 2020

Customer Class	Inside City Limits	Outside City Limits
a. Single-Family Residential	\$55.00 per mo. or \$5.50 CCF	\$82.50 per mo. or \$8.25 per CCF
b. Multi-Family Residential	\$44.00 per mo. or \$5.50 per CCF	\$66.00 per mo. or \$8.25 per CCF
c. Non-Profit Shelter	\$1.48 per CCF	\$2.22 per CCF

2. Sewer charges for each single-family or multifamily residential customer shall be based upon that customer's water usage, either in the previous November/January billing period or in the previous December/February billing period provided each customer, other than qualifying low-income seniors as defined in subsection 2(E), is subject to a minimum volume charge of 3 CCF per month.

A. Single-family or multi-family residential customers who have "a complete two-month water consumption history" in either of the two billing periods specified above, shall be charged the applicable inside city or outside city rate per CCF for sewer as set forth in section 1 above. For new accounts in which the two month water consumption history has not been established, an interim rate may be established by the Director of Public Works in accordance with department policies. The Director of Public Works shall approve a written policy for the setting of this interim rate that will include, but not be limited to, how the interim rate is calculated.

B. The applicable inside city or outside city flat rate set forth in section 1 above shall be used as the monthly sewer billing rate for any customer for whom for any reason the provisions of this subsection cannot be used.

C. The Utilities Division shall develop written rules consistent with this subsection and this ordinance for the fair and efficient administration of such sewer rate.

D. For the purpose of applying the rates as set forth in subsection A(1)(c) above, the term non-profit shelters shall be defined to mean a facility operated by a non-profit organization that provides clients with on site food, beds or shelter for free or at significantly below market rates.

E. For the purpose of applying the low income senior minimum sewer flow waiver as set forth in subsection A(2) above, applicants shall meet the following:

1. Applications shall be obtained from and filed with the Public Works director, or his or her designee. The application shall be on a form prescribed by the Public Works director, and shall contain the information necessary to evaluate the applicant’s qualification for the low income senior minimum sewer flow waiver.

a. Submission of an application for a utility discount shall constitute a verification by the applicant that all information provided in such application is true and correct to the best of the applicant’s knowledge.

b. Once approved by the department, the application shall become effective the next billing cycle after approval of the application.

c. Each application is effective for 12 months commencing the first month the reduced rate becomes effective for the applicant. It shall be the sole responsibility of the applicant to re-apply for successive 12-month periods of eligibility.

d. The rate reduction shall only apply to utility charges for service to a residence. The residence for which the rate reduction is requested must be the applicant’s principal place of residence.

e. The applicant must be the head of the household for the residence for which the rate reduction is requested.

f. The utility account must be in the applicant’s name or the name of the applicant’s spouse.

2. For purposes of this section, the term low income senior shall be defined as follows:

a. Be 62 years of age or older at all times during any period for which a minimum sewer flow waiver is requested; and

b. Have been a sewer customer of the city at all times during any period for which a minimum sewer flow waiver is requested; and

c. Have an income during the calendar year or portion thereof for which a minimum sewer flow waiver is requested, from all sources whatsoever, either (1) not exceeding two hundred (200) percent of the Federal Poverty Guidelines for a household of any size as published by the Secretary of Housing and Urban Development or (2) not exceeding the income qualification for low-income seniors set forth in RCW 84.36.381(5)(a), whichever is greater.

3. Commercial, industrial, electronics and government customers. Each such customer shall pay a monthly user charge per hundred cubic feet (CCF) as follows; provided, each such customer is subject to a minimum user charge equal to the applicable inside or outside city flat monthly rate for one single-family service set forth in subsection A.1. above:

Effective January 1, 2017:

Customer Class	Inside City Limits	Outside City Limits
a. Commercial	\$5.63 per CCF	\$8.46 per CCF

b. Government	\$3.44 per CCF	\$5.16 per CCF
c. Industrial	\$5.84 per CCF	\$6.06 per CCF
d. Electronics	\$4.30 per CCF ⁷	\$4.45 per CCF ⁸

Notes for Electronic Customer Class - Effective January 1, 2017 - December 31, 2017:

⁷ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.44 per CCF.

⁸ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.55 per CCF.

Effective April 1, 2017:

Customer Class	Inside City Limits	Outside City Limits
a. Commercial	\$5.89 per CCF	\$8.84 per CCF
b. Government	\$3.60 per CCF	\$5.39 per CCF
c. Industrial	\$6.10 per CCF	\$6.33 per CCF
d. Electronics	\$4.49 per CCF ⁹	\$4.65 per CCF ¹⁰

Notes for Electronic Customer Class - Effective January 1, 2017 - December 31, 2017:

⁹ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.60 per CCF.

¹⁰ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.71 per CCF.

Effective January 1, 2018:

Customer Class	Inside City Limits	Outside City Limits
a. Commercial	\$6.25 per CCF	\$9.11 per CCF
b. Government	\$3.82 per CCF	\$5.55 per CCF
c. Industrial	\$6.47 per CCF	\$6.52 per CCF
d. Electronics	\$4.76 per CCF ¹¹	\$4.79 per CCF ¹²

Notes for Electronic Customer Class - Effective January 1, 2018 - December 31, 2018:

¹¹ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.71 per CCF.

¹² For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.82 per CCF.

Effective January 1, 2019:

Customer Class	Inside City Limits	Outside City Limits
a. Commercial	\$6.25 per CCF	\$9.38 per CCF
b. Government	\$3.82 per CCF	\$5.72 per CCF
c. Industrial	\$6.47 per CCF	\$6.72 per CCF
d. Electronics	\$4.76 per CCF ¹³	\$4.93 per CCF ¹⁴

Notes for Electronic Customer Class - Effective January 1, 2019 - December 31, 2019:

¹³ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.82 per CCF.

¹⁴ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.93 per CCF.

Effective January 1, 2020:

Customer Class	Inside City Limits	Outside City Limits
a. Commercial	\$6.44 per CCF	\$9.66 per CCF
b. Government	\$3.93 per CCF	\$5.89 per CCF
c. Industrial	\$6.66 per CCF	\$6.92 per CCF
d. Electronics	\$4.90 per CCF ¹⁵	\$5.08 per CCF ¹⁶

Notes for Electronic Customer Class - Effective January 1, 2020 - December 31, 2020:

¹⁵ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.93 per CCF.

¹⁶ For monthly average flows above 2.88 million gallons per day, the rate shall be \$4.05 per CCF.

4. The rate for discharging septage at the City's Publicly Owned Treatment Works (POTW) as provided for in VMC 5.72 effective January 1, 2013 through June 30, 2019, shall be \$125.00 for each one thousand (1,000) gallons, or fraction thereof discharged in to POTW. Effective July 1, 2019, the rate for discharging septage at the City's POTW as provided for in VMC 5.72, shall be \$140.00 for each one thousand (1,000) gallons, or fraction thereof discharged in to POTW. If required, there shall also be added to such charge a tipping fee as determined by the Clark County Public Health District to support the Department's Septic System Preventive Maintenance Program. The rate for discharging septage at the City's POTW may be adjusted not more than once per calendar year by the Public works Director to address the unique operational and capital needs associated with providing this service.

5. INDUSTRIAL CUSTOMER is defined as an industrial user of the public sewer system who:
 - a. Has a discharge flow of ten thousand gallons or processed wastewater or more per average work day; or
 - b. Has a concentration of biochemical oxygen demand (BOD) and suspended solids (SS) in excess of two hundred milligrams per liter per average work day; or
 - c. Is found by the city, State Department of Ecology or U.S. Environmental Protection Agency to have potential for a significant impact on the wastewater treatment system.
6. ELECTRONICS USER is defined as an industrial user of the public sewer system who:
 - a. Has a discharge flow of five hundred thousand gallons or more per average work day; and
 - b. Has a concentration of biochemical oxygen demand (BOD) and suspended solids (SS) less than two hundred milligrams per liter per average work day.

B. Liquids Not Originating From City Water System.

Any person discharging into the city sanitary sewerage system sewage which has in it liquids which did not originate from the city water system shall meter or measure by some method approved by the Director of Public Works all water used in the premises, whether the water is obtained from the municipal water supply system or from wells, private water systems or other sources.

C. Used Water Not Flowing Into Sewer System.

Where the user of water is such that a portion of all of the water used does not flow into a city sewer but is lost by evaporation or is used in manufacture or processes such as ice, beverages, foods or the like and the person in control provides proof of this fact and installs a meter or other measuring device approved by the Director of Public Works to measure the amount of water so used or lost, no charge shall be made for sewerage because of water so used or lost.

D. Computation of Utility Rates.

For the purpose of computing water and sewer bills, all residences, regardless of number of units, shall be deemed residential, and each unit therein shall be deemed a residence. All other uses shall be deemed commercial, industrial or government.

Section 6. VMC 14.04.235, adopted by Ordinance M-2520, and last amended by Ordinance M-4082, is amended as follows:

14.04.235 System development charges--Connection fees.

A. *General.* The following facts are found by city council based upon staff reports furnished to it and upon the testimony and evidence presented at public hearings:

1. Findings of fact made in Section (1) of Ordinance M-2267 and in the whereas clauses thereto are ratified and confirmed and this section is adopted pursuant to and consistent with RCW 35.92.025.

2. The need for connection charges has been previously established through engineering studies, task force reports, consultant reports and council action.

3. This chapter is consistent with the intent of previous ordinances and resolutions relating to system development charges.

4. It is found desirable to provide the Director of Public Works with the authority to establish rules and regulations necessary to administer collection of system development charges, provided that such rules and regulations shall be consistent with the intent of this chapter and related resolution.

5. The "unit" or "equivalent dwelling unit" measure used in this chapter is found to be the best method available to council to provide that customers will bear their equitable shares of the cost of the utility system and is found to comply with RCW 35.92.025.

B. *Definitions.* The following definitions are adopted for the following words and phrases as used for computing system development charges (connection fees):

"Accessory Dwelling Unit" (ADU) means one or more rooms with private bath and kitchen facilities comprising an independent, self-contained dwelling unit within or attached to a single-family dwelling or in a detached building on the same lot as the primary dwelling unit. An ADU is distinguishable from a duplex in that, unlike a duplex, it is clearly subordinate to the primary dwelling unit, both in use and appearance.

"Average daily attendance (ADA)" means the average number of students attending an elementary or secondary school used for the design of the facility.

"Commercial unit" means any building or facility used for any purpose other than dwelling.

"Dry industry" means any industry which does not produce industrial waste as defined in Section 14.12.010 of this title.

"Dwelling unit" means one room or a suite of two or more rooms, designed for or used by one family or housekeeping unit for living and sleeping purposes and having one kitchen. Each unit shall provide a complete independent living space for one or more persons, including permanent facilities for living, sleeping, eating, cooking and sanitation.

"Equivalent dwelling unit (EDU)" means any residential or nonresidential use which has been reasonably found by the Director of Public Works to place a demand on the city's sewerage system or water system approximately equal to the demands thereon by a single family dwelling.

"Expanded service" means any additional use, expanded use or change in use which will cause an additional demand on the water-sewer utility. Such additional demand shall be recognized to include, but shall not be limited to, the following changes in service:

- a. Additional water meter;
- b. Increased size of existing water meter;
- c. Additional number of dwelling units on an existing water meter or sewer lateral;
- d. Any change of occupancy or use which would increase the number of equivalent dwelling units

connected or to be connected to an existing water meter or sewer lateral;

e. Expansion of an existing use where the system development charge is independent of the meter equivalent size.

"Fast food restaurant" means a restaurant in which the majority of items sold are served on paper or other nonwashable materials.

"Full-time equivalent (FTE)" means the equivalent number of full-time students attending a post secondary school such as a trade school, college or university.

"Industrial unit" means any building or facility other than a single-family dwelling, multiple-family dwelling, or hotel which discharges or is expected to discharge to the sanitary sewerage system a flow containing a total of more than fifty pounds of suspended solids and BOD in any one day.

"Industrial user" means a nonresidential user of the public sewer who discharges a waste that is distinct from sanitary sewage, resulting in an industrial waste.

"Industrial waste" means any liquid, solid or gaseous material or combination thereof resulting from any process of industry, manufacturing, commercial, food processing, business, agriculture, trade or research, including, but not limited to, development, recovering, or processing of natural resources and leachate from landfill or other disposal site.

"Irrigation meter" means a water meter used exclusively for irrigation of landscaped areas.

"Meter equivalent size (MES)" means the hydraulic equivalency of any meter related to a 5/8" by 3/4" meter. By definition a 5/8" by 3/4" meter has an MES of 1.

<u>Meter Size</u>	<u>Meter Equivalent Size (MES)</u>
5/8 " x 3/4"	1.0
1"	2.5
1-1/2"	5.0
2"	8.0
3"	15.0
4"	25.0
6"	50.0
8"	80.0
10"	144.0
12"	231.0

"Mobile home" means any unit used or designed to be used for living or sleeping purposes or both, and which is designed to be equipped with wheels for the purpose of transporting the unit.

"Mobile home park" means a commercial enterprise in which rented or leased space, area, and/or buildings are designed, equipped or maintained for the harboring, parking or storing of two or more trailer

coaches, or vehicles which haul such trailer coaches, or motor homes being used as living and/or sleeping quarters for humans; provided, two or more mobile homes located on a single parcel, allowed under a variance, conditional use or nonconforming use, shall be considered as single-family dwellings.

"Multiple family (multi-family) dwelling" means a building or portion thereof designed or used as a residence by two or more families and containing two or more dwelling units.

"Noncontact cooling water" means a separate water system exclusively for temperature conditioning that remains in a closed system from the water meter to the point of discharge into a storm sewer or dry well.

"Significant industrial user" means any industrial user of the public sewer system who:

- a. Has a discharge flow of twenty-five thousand gallons or more per average workday; or
- b. Has a concentration of biochemical oxygen demand (BOD) and suspended solids (SS) in excess of three hundred milligrams per liter per average workday; or
- c. Is found by the city, State Department of Ecology, or U.S. Environmental Protection Agency to have significant impact on the waste systems effluent quality.

"Single-family dwelling" means a building designed or used for residence purposes by not more than one family and containing one dwelling unit only, including mobile homes when not located in a mobile home park and including condominium units subject to fee simple ownership, and excluding multiple-family dwellings, apartments and motels.

"System development charge (SDC)" means that connection fee charged so that the property upon which it is imposed will pay its equitable share of the costs of water-sewer system facilities which are system-wide in nature and are not site-specific needs, including such property's equitable share of the amount required to upgrade such system to meet the demands imposed by the development.

"Wet industry" means any industry which generates industrial wastes in addition to domestic wastes.

C. Payment Required Prior to Connection. A system development charge is imposed as a connection charge pursuant to RCW 35.92.025 upon all lands in the city and all lands outside the boundaries of the city which connect to either the city water system or sewerage system or to both. The system development charge shall be paid in full with an application for connection to the sewer system or water system, provided that a building permit application or an application for expanded service has been filed. In any case in which a building permit expires from passage of time any utility connection permit which had been issued for the use provided for in that building permit shall likewise expire and a new system development charge must be paid and a new utility connection permit secured.

~~*D. Exemptions.* The sewer system development charge imposed in this chapter shall not be applied to any person seeking to connect property to the sanitary sewer for any part of his property for which a sewer area charge computed under Ordinance M-1977 or previous ordinances had been paid prior to the effective date of Ordinance M-2135, that date being October 27, 1980. Nothing in this chapter shall reduce the amount to be collected by the city under any sewer reimbursement contract entered into under Section 14.04.285 of this title, as amended.~~

~~*D-E. Waiver and/or Mitigation.*~~ The city council may authorize the city manager to enter into a contract to mitigate or waive systems development charges as set forth in this section provided that a written application for such mitigation or waiver is submitted to the Director of Public Works from an applicant

proposing a new or expanded development within the City of Vancouver.

In order to be eligible for mitigation or waiver, an applicant shall meet all of the following criteria:

1. *Type of Industry.* The applicant proposes a new development or an expansion of an existing development within the City of Vancouver that is environmentally compatible with the surrounding area and the city as a whole.

2. *Capital Investment Requirement.* Any new development or expansion of an existing development within the City of Vancouver will result in a minimum capital investment of one hundred million dollars over a five-year period. At least thirty million dollars in capital investment will be completed within the first two years (adjusted for inflation).

3. *Employment Base Requirement.* The employment base generated by any new development or expansion of an existing development within the City of Vancouver shall provide an average annual compensation amount for employees of that new or expanded development equal to or in excess of thirty thousand dollars including all fringe benefits. For existing companies, average annual compensation for employees shall have equaled or exceeded thirty thousand dollars including; fringe benefits, bonuses, etc., over the previous two-year period. Effective January 1, 1996, and every January 1st thereafter, the average annual compensation amount set forth above shall be adjusted by an amount equal to the percentage change in the Consumer Price Index for the Portland Metropolitan Area for Wage Earners and Clerical Workers (CPI-W), All Items (Revised Series), 1967=100, July to July, prepared by the Department of Labor, Bureau of Labor Statistics (the "CPI") or a replacement index.

If the Director of Public Works finds that the applicant meets such criteria, the director is authorized to negotiate a performance contract with any such qualifying company. The terms of such performance contract may include, if applicable, a timeline by which the entire capital investment commitment and the established annual compensation requirement shall be met. The extent of mitigation or the waiver of a systems development charge will be determined on a case-by-case basis which determination shall include, but not be limited to, the following:

- a. The estimated amount and characteristics of waste flow generated by the industry;
- b. The then current capacity and capability of the water-sewer utility;
- c. The number of jobs created by the proposed development and the extent to which such jobs exceed the average annual compensation requirement;
- d. Probability of significant increases in assessed valuation and generation of property tax revenues to reduce the tax burden;
- e. A determination that the location or expansion of the company is in compliance with the land use, transportation and other elements of the City of Vancouver comprehensive plan;
- f. An agreement by the company to contribute to the mitigation of impacts on the provision of public services attributable to the proposed development or expansion as the City of Vancouver deems justifiable.

Each such contract or agreement will include a recapture provision or other remedies to ensure that appropriate systems development charges will be paid by the industry in the event that it fails to meet its

contractual obligations. Such recapture provisions shall not be imposed if the industry has made a good faith effort to comply and has failed to do so for reasons beyond its control. Each such contract shall be submitted to the city council for consideration at a public meeting.

E. F. Credit for Existing and Prior Uses. A credit against the system development charge (SDC) may be allowed by the Director of Public Works for the elimination or conversion of existing water services or sewer connections in conjunction with improvement, expansion of use or redevelopment on such parcel. The credit shall be calculated using the prevailing SDC rate schedule and is subject to the following limitations:

1. Existing and prior use sewer and water credit shall be allowed if the Public Works Director finds that sewer and water capacity is available in the service area; and

a. If the existing or prior use has paid monthly water and sewer fees, respectively, within the ~~ten~~ five-year period immediately prior to the date of application for connection, the customer may apply for a 100% credit against any new SDCs associated with the new use; or

b. If the existing or prior use has paid monthly water and sewer fees, respectively, prior to ~~ten~~ five years before the date of application for connection, the customer may apply for a partial credit for previous payments of SDCs, using the entire amount previously paid to be applied as credit against the current SDC charge calculated using the prevailing SDC rate schedule; or

c. If the City Council approves a development agreement authorized under RCW 36.70B.170 that provides for a use credit for prior water and sewer uses if the City Council finds that the proposed development will substantially advance the policies of the Comprehensive Plan.

2. Calculation of system development charge credits for water or sewer shall be separate, that is, not interchangeable or counter balancing toward one another; and

3. The credit against the SDC shall apply only to the parcel that the existing or prior water service or sewer connection serves; and

4. No refunds shall be allowed for credits which exceed the amount of the SDC for which an application for connection is made.

E. G. Credit for System Improvements: The Public Works Director will consider requests for project participation by the City for the construction of water and/or sewer extensions or Local Improvement Districts, in the form of a credit against the system development charge (SDC) for system improvements. The restrictions in VMC 14.04.235.F.2, 14.04.235.F.3, and 14.04.235.F.4 shall apply to any SDC credits. Consideration may be given when the improvements meet one of the following criteria:

1. There is a high economic return to the utility. A project will qualify for consideration under this criteria when the following equation is true:

$$2 \times (\text{City Participation Costs}) < \text{1st Year of Estimated Revenue from SDCs}$$

2. There is future City cost avoidance, such as installing utilities in advance of new road construction.

3. Master plan sizing is required under VMC 14.04.280(B) and the pipe size required is 12 inches or larger in diameter.

~~G. H.~~ *Administration.* The Director of Public Works is authorized to establish rules and regulations consistent with this title, for the express purpose of interpretation and administration of this title.

~~H. I.~~ *Additional Fees Permitted.* The city reserves the right to maintain, develop and impose other charges as may be found necessary for the support and improvement of the water-sewer system.

~~I. J.~~ *System Development Charge Schedule.* The following system development charge schedule shall be used to determine the connection fees for new connections and expanded use or conversion of use:

1. *Water System Development Charge.* The system development charge for all types of use except multi-family shall be based upon the meter equivalent size of the water meter serving the premises without regard to type of use as follows:

Effective January 1, 2010

One meter equivalent size (MES)	\$2,360.00
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The water system development charge for each unit of a multi-family dwelling shall be fifty-seven percent of the system development charge for a single-family dwelling.

2. *Sewer System Development Charge.* The system development charge shall be based upon equivalent dwelling units (EDU) as follows:

a. Charge per equivalent unit:

Effective January 1, 2010

One meter equivalent	\$2,740.00
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The sewer system development charge for each unit of a multi-family dwelling shall be seventy percent of the system development charge for a single-family dwelling.

b. Distribution of equivalent dwelling units shall be as set forth in Table 14.04.235.

Type of Unit	Unit	EDU Per Unit
I. Residential		
1. Single-Family residential (including condominium)	Each	1.00
2. Multi-Family Dwelling	Each Dwelling Unit	0.70
3. Mobile home park	Space	1.00
4. Living group with shared kitchen and bath facilities	Bed	0.33

Type of Unit	Unit	EDU Per Unit
II. Nonresidential		
5. Hotel, motel, resort		
a. Without kitchen	Room	0.40
b. With kitchen	Room	.60
6. Schools		
a. Day (nonresidential)		
i. Grades 13 and up (post-secondary)	25 students (FTE)	1.00
ii. Grades 9 thru 12 (high)	25 students	1.00
iii. Grades K thru 8 (elementary)	50 students (ADA)	1.00
b. Board (residential)	Student (ADA)	0.50
7. Churches, lodges, club houses, theaters		
a. Without kitchen facilities	100 seats	0.90
b. Kitchen facilities (added to the amount calculated for seating)	Each	0.60
8. Institutions		
a. Medical hospitals	Bed	1.00
b. Convalescent/rest homes	Bed	0.60
9. Restaurant, lounge, tavern		
a. Full service (indoor seating)	12 seats	1.00
b. Fast-food or tavern (indoor seats)	12 seats	1.00
c. Fast-food without seats		1.00
10. Commercial and Industrial		(2)
a. Commercial and dry industrial		
b. Special commercial		
i. Laundries (commercial)		
ii. Car wash		
iii. Laundromat (self service)		
c. Service stations and garages		(3)
d. Wet industry		
11. Irrigation systems		(4)

Type of Unit	Unit	EDU Per Unit
12. Noncontact cooling water systems		(4)

Notes to system development charge schedule:

1. Restaurants, lounges or taverns located within a main commercial or industrial building shall be charged a separate SDC, in addition to the SDC for the main building.

2. Fast-food restaurants without seats (9c) and commercial and industrial uses (10a through 10c) shall be charged system development charges, based upon water meter equivalent size (MES).

3. System development charges for any wet industrial use (10d) shall be based on a separate engineering study by the Director of Public Works. Such study shall assess the utility's actual costs to serve the specific use, but shall not be less than if calculated as a commercial or dry industrial use (10a).

4. Irrigation meters (11) and noncontact cooling water (12) shall be charged system development charges for water only.

5. An Accessory Dwelling Unit (ADU) shall be charged the same sewer system development charge as a multi-family dwelling.

K. Determination of SDC for Other Uses. Other establishments not defined specifically in this chapter shall be determined on a specific use basis, consistent with the criteria of this section.

L. Combined Uses. Developments which include a combination of two or more uses as defined in this chapter shall be charged system development charges based on the summation of SDC calculated on each separate use.

M. System Development Charge Capital Surcharge. In lieu of paying a sewer system development charge prior to connection as required pursuant to Section 14.04.235.C of this title, any new nonresidential sewer customer that uses the equivalent of fifty (50) EDU's per month or less of capacity may apply for the option to pay a higher monthly sewer service user charge that includes a capital surcharge equivalent to the carrying cost of sewer capacity recovered through the sewer system development charge. In calculating the applicable SDC capital surcharge, the department will generally use the methodology for sewer connection fee installment contracts described in Section 14.04.240 of this title. The System Development Charge Capital Surcharge program is voluntary. As such no customer may remain on the program for longer than 10 years. After 10 years the sewer customer shall pay the entire SDC as originally calculated or request an extension in writing from the Public Works Director. The City reserves the right to record a notice against the title for any property owner who has agreed to participate in this program. Any nonresidential customer authorized by the city to pay the sewer capital surcharge rate may elect to return to the standard sewer service user charge by paying in full the sewer system development charge at the rate in effect as of the date of the election.

Section 7. VMC 14.09.040, adopted by Ordinance M-3145, and last amended by Ordinance M-4179, is amended as follows:

14.09.040 Definitions.

As used in this chapter:

"Commercial/multi-family" means all property zoned or used for multi-family, commercial, industrial, retail, governmental, or other nonresidential purposes.

"Director" shall mean the City of Vancouver Public Works' Director.

"Hard surface" means any impervious surface, a permeable pavement, or a vegetated roof.

"Impervious surface" means a non-vegetated surface area that either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development. A non-vegetated surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of storm water.

"Pervious surface" means a surface material that allows stormwater to infiltrate into the ground. Examples include lawn, landscape, pasture, native vegetation areas, and permeable pavements.

"Single family" means all property zoned or-used for single-family detached housing units. Except as noted in VMC 14.09.060(c)(2), ~~A~~ all other residential development shall be classified as "multi-family."

"Single-family equivalent unit (SFU)" means the area of impervious surface on a property divided by two thousand five hundred square feet.

"Stormwater Manual" means the Stormwater Management Manual for Western Washington, prepared by the Washington State Department of Ecology Water Quality Program, December 2014. Publication No. 14-10-055 (a revision of Publication No. 12-10-030), 5 volumes, and as hereafter amended.

"Stormwater Permit" means the City of Vancouver's National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater Permit issued August 1, 2013, which was modified, effective January 16, 2014, by the Washington State Department of Ecology and as hereafter amended or reissued.

"Utility" means City of Vancouver water-sewer-surface water utility.

Section 8. VMC 14.09.060, adopted by Ordinance M-3274, and last amended by Ordinance M-4239, is amended as follows:

14.09.060 Rates for storm and surface water management.

A. Because all real property in the city contributes stormwater runoff to and/or benefits from the city's stormwater system, the owners thereof shall pay monthly charges as set forth in this section. Monthly charges will have two components as follows:

1. Operation and Maintenance. To provide for administrative and field operations, billing, accounting, and for the maintenance, repair and upgrade of existing stormwater facilities.

2. Capital Expenditures. To provide for basin-wide and system master planning and subsequent capital improvement projects as identified in the stormwater capital plan.

B. The water and sewer utility is authorized to establish charges for the use and discharge to the city's stormwater system. Such charges shall be based on the cost of providing stormwater service to all properties within the city and may be different for properties receiving different classes of service. Monthly charges shall be established as follows:

Effective January 1, 2017

Single Family	Multi-Family	Commercial	Industrial
\$9.23 per month	\$9.23 per 2,500 sq. ft. hard surface per month (\$9.23 minimum)	\$9.23 per 2,500 sq. ft. hard surface per month (\$9.23 minimum)	\$9.23 per 2,500 sq. ft. hard surface per month (\$9.23 minimum)

Effective April 1, 2017

Single Family	Multi-Family	Commercial	Industrial
\$9.65 per month	\$9.65 per 2,500 sq. ft. hard surface per month (\$9.65 minimum)	\$9.65 per 2,500 sq. ft. hard surface per month (\$9.65 minimum)	\$9.65 per 2,500 sq. ft. hard surface per month (\$9.65 minimum)

Effective January 1, 2018

Single Family	Multi-Family	Commercial	Industrial
\$10.13 per month	\$10.13 per 2,500 sq. ft. hard surface per month (\$10.13 minimum)	\$10.13 per 2,500 sq. ft. hard surface per month (\$10.13 minimum)	\$10.13 per 2,500 sq. ft. hard surface per month (\$10.13 minimum)

Effective January 1, 2019

Single Family	Multi-Family	Commercial	Industrial
\$10.17 per month	\$10.64 per 2,500 sq. ft. hard surface per month (\$10.64 minimum)	\$10.64 per 2,500 sq. ft. hard surface per month (\$10.64 minimum)	\$10.64 per 2,500 sq. ft. hard surface per month (\$10.64 minimum)

Effective January 1, 2020

Single Family	Multi-Family	Commercial	Industrial
\$11.17 per month	\$11.17 per 2,500 sq. ft. hard surface per month (\$11.17 minimum)	\$11.17 per 2,500 sq. ft. hard surface per month (\$11.17 minimum)	\$11.17 per 2,500 sq. ft. hard surface per month (\$11.17 minimum)

C. "Multi-family Customer" class shall apply to customers with living units that share a common wall.

1. Multi-family customers with two or more living units per meter will be charged the effective rate per 2,500 sq. ft. of impervious surface.

2. Multi-family customers with one water meter per living unit will be charged the prevailing "Single-family customer rate" per unit. "Single Family customer rate" shall apply to mobile homes either on individual lots or in a mobile home park.

D. State Highway Charge. Pursuant to RCW 90.03.525, the monthly charge for all state highway properties within the city shall be 30% of the charge provided in paragraph B above, unless the city and state agree to a different rate or unless the court of competent jurisdiction holds otherwise.

E. Application to Publicly Owned Properties. Other publicly owned properties shall be charged at the industrial rate as set forth herein.

F. Application to active gravel mining operations and publicly owned streets, alleys and rights of way. Active gravel mining operations, publicly owned streets, alleys and rights of way shall be charged at the State Highway Charge rate provided in paragraph D as set forth herein.

G. Application to certain qualifying properties. For qualifying properties meeting all of the following criteria, the monthly charge shall be 30% of the charge provided in paragraph B above.

1. The qualifying property is subject to a stormwater management program regulated by and in compliance with the requirements for a Secondary Permittee as defined by Special Condition S6 of the NPDES Western Washington Phase II Municipal Stormwater Permit, and as hereafter amended.

2. The qualifying property does not discharge stormwater into the City of Vancouver surface water drainage system.

Section 9. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 10. Effective date. This ordinance shall become effective thirty (30) days following the date of final adoption.

Read First Time: December 10, 2018

Ayes: Councilmembers Lebowsky, Glover, Stober, Topper, Turlay, Hansen, Mayor McEnerny-Ogle

Nays: None

Absent: None

Read Second Time: December 17, 2018

PASSED BY THE FOLLOWING VOTE: 6-0

Ayes: Councilmembers Lebowsky, Stober, Topper, Turlay, Hansen, Mayor McEnerny-Ogle

Nays: None

Absent: Councilmember Glover

SIGNED this 17th day of December, 2018

DocuSigned by:
Anne McEnerny-Ogle
58CB15C0632F403...

Anne McEnerny-Ogle, Mayor

Attest:
DocuSigned by:
Carrie Lewellen
661959AB277E439...
Natasha Ramras, City Clerk
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

DocuSigned by:
E. Bronson Potter
AAC4768B8D2D446...
E. Bronson Potter, City Attorney

SUMMARY

ORDINANCE NO. M-4257

AN ORDINANCE relating to water and sewer use and Title 14 of the Vancouver Municipal Code; amending Vancouver Municipal Code sections 14.04.020, 14.04.090, 14.04.155, 14.04.160, 14.04.230, 14.04.235, 14.09.040, and 14.09.060; providing for severability; and establishing an effective date.

The full text of this ordinance will be mailed upon request. Contact Raelyn McJilton, Records Officer at 487-8799, or via www.cityofvancouver.us (Go to City Government and Public Records).

Certificate Of Completion

Envelope Id: 7D74DC9B90584143996FF7EDA2B016D1
 Subject: Documents from AIRLIFT for you to Sign
 Source Envelope:
 Document Pages: 28
 Certificate Pages: 2
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:
 Amanda Delapena
 415 W. 6th Street
 P.O. Box 1995
 Vancouver, WA 98668
 amanda.delapena@cityofvancouver.us
 IP Address: 52.38.239.238

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Signer Events

Anne McEnery-Ogle
 anne.mcenery-ogle@cityofvancouver.us
 City of Vancouver
 Security Level: Email, Account Authentication (None)

Signature

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E. Bronson Potter
 bronson.potter@cityofvancouver.us
 City of Vancouver
 Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
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Carrie Lewellen
 carrie.lewellen@cityofvancouver.us
 City of Vancouver
 Security Level: Email, Account Authentication (None)

DocuSigned by:

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Agent Delivery Events

Status

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Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	12/18/2018 2:35:20 PM

Payment Events	Status	Timestamps
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